



**Application for Development Approval  
Shire of Manjimup  
Local Planning Scheme No. 4**

PO Box 1 Manjimup WA 6258  
Phone: (08) 9771 7777 Fax: (08) 9771 7771

SHIRE OF  
**MANJIMUP**

**ALL SECTIONS MUST BE COMPLETED**

Owner Details		
Name:		
Company/Organisation Name (if applicable):		
ABN (if applicable):		
Postal Address:		Postcode:
Phone:		Fax:
Home:	Work:	Mobile:
Email:		
Contact Person for correspondence:		
Signature:		Date:
Signature:		Date:
<p><i>The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62 (2).</i></p>		

Applicant Details (if different from owner)		
Name:		
Postal Address:		Postcode:
Phone:		Fax:
Home:		Work:
Mobile:		
Email:		
Contact Person for correspondence:		
<p>The information and plans provided with this application may be made available by the local government for public viewing in connection with the application.    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>		
Signature:		Date:

Property Details		
Lot No.	House/Street No.	Location No.
Diagram or Plan:	Certificate of Title Vol. No:	Folio:
Title encumbrances (e.g. easements, restrictive covenants):		
Street Name:		Suburb:
Nearest Street Intersection:		

Proposed Development	
Nature of development:	<input type="checkbox"/> Works <input type="checkbox"/> Use <input type="checkbox"/> Works and Use <input type="checkbox"/> Retrospective Application
Is an exemption from development claimed for part of the development?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, is the exemption for:	<input type="checkbox"/> Works <input type="checkbox"/> Use
Description of proposed works and/or land use:	
Description of exemption claimed (if relevant):	
BAL Assessment of BAL Contour Map Number (if Bushfire Prone Area):	
Does this proposal require the clearance of native vegetation indigenous to the local area:	
If so what is the area:	
Nature of any existing buildings and/or use:	
Approximate cost of proposed development:	
Estimated time of completion:	
Materials / Colours to be used on External Surfaces:	

<b>Office Use Only</b>	
Acceptance Officer's initials:	Date Received:
Local government reference No.	Fee



SHIRE OF  
**MANJIMUP**

## Information to Accompany a Development Application

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In order to ensure your development application is processed as quickly as possible, the Shire requires the following information and tasks to be completed prior to lodgement of a Development Application.

### Completed Application for Development Approval Form

Each application must be accompanied by a completed form that is signed by all the owners of the property. If you are not the owner of the land subject to the application, you must have the owner's sign the form, or provide written approval for the application to be lodged.

### Payment of Fee

Each application will be subject to an upfront application fee. The fee for each application is set by the annual Planning Fees and Charges (see separate information sheet).

### Site Plan

**Two copies** of a site plan is to be provided with each application. The site plan is to be scaled or dimensioned at 1:100, 1:200 or 1:500 and showing:

1. The location of the site including street names, lot numbers, north point and the dimensions of the site;
2. The existing and proposed ground levels over the whole of the land the subject of the application and the location, height and type of all existing structures, and structures and vegetation proposed to be removed;
3. Both the existing and proposed means of access for pedestrians and vehicles to and from the site;
4. The location, number, dimensions and layout of all car park spaces intended to be provided;
5. The location and dimensions of any area proposed to be provided for the loading and unloading of vehicles carrying goods or commodities to and from the site and the means of access to and from those areas;
6. The location, dimensions and design of any open storage or trade display area and particulars of the manner in which it is proposed to develop the same; and
7. The nature and extent of any open space and landscaping proposed for the site.

### Floor Plans and Elevations

**Two copies** of floor plans and elevations of any building proposed to be erected, altered or retained as part of the development are to be provided. The plans are to be to scale at either 1:50 or 1:100.

### Additional Information

In particular circumstances, additional information may be required. This information may include additional plans, traffic, heritage, environmental, engineering or urban design studies, existing and proposed use of the site, including proposed hours of operation, and buildings and structures to be erected on the site to support the proposed development.

The need for this additional information will be discussed with each applicant on a case-by-case basis.

### Information for Heritage Matters

Where an application affects a property on the Scheme Heritage List, the Shire may require the following information in addition to the standard requirements:

1. **Two copies** of street elevations drawn to scale not smaller than 1:100 showing the proposed development and the whole of the existing development on each lot immediately adjoining the land the subject of the application, and drawn as one continuous elevation; and
2. **Two copies** of a detailed schedule of all finishes, including materials and colours of the proposed development and, unless the local government exempts the applicant from the requirement or any part of it, the finishes of the existing developments on the subject lot and on each lot immediately adjoining the subject lot.

### Advertisements

Applications for advertisements (signs) are required to be accompanied by an additional form outlining the details of the proposed signage. This form is available from the Shire.

### Insufficient Information

In the event that the Shire receives an application without sufficient information to allow for it to be processed, the Applicant will be required to provide the additional information within 14 days or longer period agreed by the Shire. Until such time as the required information is provided, the application will be incomplete and not considered valid, is placed on hold and not subject to the deemed refusal provisions of the Scheme.

### Application Checklist

Use the following as a quick guide to ensuring your application is complete:

- Completed and signed Application for Development Approval form.
- Payment of the required application fee.
- Site Plan to scale showing the required information (2 copies).
- Floor Plan and Elevations for buildings (2 copies).
- Bushfire Prone Areas
  - \* BAL Contour Map or BAL Assessment
  - \* The identification of any issues arising from the BAL Contour Map or BAL Assessment
  - \* An assessment against the bushfire protection criteria contained within the "Guidelines for Planning in Bushfire Prone Areas" demonstrating compliance within the boundary of the Development Application.
- Additional information as required by the Shire.
- Additional information for heritage matters (2 copies).
- Completed advertisement application form (for signage).

The information contained in this brochure is intended as a guide only. It is recommended that the advice and assistance of the Shire's Statutory Planning section be sought prior to lodgement of a Development application.

The Shire of Manjimup disclaims any liability for any damages sustained by a person acting on the basis of this information.



# Processing Your Development Application

## INFORMATION SHEET

The following is a brief overview of how your Development Application is processed by the Shire.

### Checking and Registration of Application

When applications for Development Approval are submitted, the Shire's Statutory Planning section checks to see if the appropriate information and fees have been provided by the applicant. For more details on this, see the *Information to Accompany a Development Application* information sheet. It is important that you provide the required information up front to prevent delays in processing your application.

If the applicant has provided appropriate information and fees, the application is registered and a preliminary assessment occurs to determine whether public and/or agency comment is required.

### Consultation

It is important that the Shire receives appropriate information to make an informed decision on the Development application. Therefore, subject to the Shire's Local Planning Scheme No. 4 and its Consultation Local Planning Policy, comments may be sought from surrounding landowners, the general public, Shire Councillors, utility providers and government agencies.

The extent of advertising will depend upon the development. For applications that require a variation to normal standards, the default is for neighbours to be informed and provided 14 days in which to make comment. If no comments are received, the Shire considers the neighbour has no objection.

More complex proposals will require wider consultation, including newspaper notices, signs on the site and letters to a wider number of surrounding landowners. The advertising period may be increased to 28 days at the determination of the Shire.

The Shire will also seek the comments of other government agencies, depending on the nature of the proposal. Applications that may impact on environmental matters are referred to the Department of Environment and Conservation, Department of Water and Department of Health. Development of land adjacent to a highway is referred to Main Roads WA. Other agencies, such as the Department of Indigenous Affairs and Department of Agriculture and Food may be consulted where required.

Where consultation has occurred, the Shire is required under its Scheme to have due regard to any comments received. This should not be construed that an objection will automatically oblige the Shire to refuse the application.

### Decision Making

Most straight-forward Development applications are determined by Shire staff under delegated authority from Council. This speeds up the decision-making process, as well as reduces the number of applications to be determined at a Council Meeting.

Only applications that are to be approved are dealt with under delegated authority. If refusal is warranted, the application is referred to Council for determination.

In addition to any applications where refusal is considered necessary, more complex proposals and those where objections have been received are also referred to Council.

This process includes Shire staff writing a report to Council containing the background on the proposal, the planning requirements and recommending either approval or refusal of the application. Council can elect to accept the Staff recommendation or resolve differently. The resolution of Council becomes the decision on the application.

### Council Meetings

Council meetings are normally held every 3 weeks on a Thursday commencing at 5:30pm. The agenda for each meeting is usually released to the public on the Friday prior to the meeting. Applicants that have an application in the agenda are informed in writing of this fact and provided a copy of the agenda report, or informed of its availability on the Shire's website. Persons who have made a submission on an application are also advised.

Council meetings dates and venues are published on the Shire's website and are open to the public. There is a public question / statement time at the beginning of each meeting where Applicants can briefly present on their application if desired.

### Timeframe

The following are general timeframes for Development applications to be determined by the Shire and should be used as a guide only. The timing of an individual application will depend upon its complexity, the need for consultation and whether it is to be determined at a Council meeting. Under the Shire's Local Planning Scheme No. 4, applications are required to be determined within 60 days (90 days when consultation is required). Notwithstanding this, the Shire works towards dealing with all applications as quickly as possible.

Applications that comply with the Scheme (no consultation):	2-3 weeks.
Applications that require consultation but can be approved by Shire staff:	3-4 weeks
Applications that are to be determined at a Council Meeting.	6-8 weeks

### Conditions

Many Development Approvals will include one or more conditions that need to be complied with either during construction or during use. These conditions are based on the requirements of the Shire's Scheme and Policies and are used to ensure your development meets acceptable standards.

The Shire will monitor progress on conditions on a case-by-case basis to ensure compliance. Where a condition has not been met, the Shire will work with the landowner to address the condition. Although working positively with developers is the Shire's preference, it can elect to issue an infringement or prosecute under the *Planning and Development Act 2005*.

### Right of Review

Almost all Development decisions provide the ability for an aggrieved applicant to seek a review of the decision. Reviews are usually used where an applicant wishes to have a refusal reviewed or is unhappy with the conditions of approval.

There are two main avenues of review. **Request for reconsideration** by Council can be used when the applicant believes there is new information the Shire was unaware of when determining the original application which may change the decision. **Application to the State Administrative Tribunal** can be made in order to have an independent decision made. Both avenues of review must be lodged within 28 days of the initial decision.

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# Application Process

